

GRIEF RESOLUTION FOR ABUSED/TRAUMATIZED CHILDREN PROGRAM

Proposal Checklist and Required Sequence

This checklist is provided to assist the applicant in ensuring that a complete proposal is submitted to OCJP. Failure to include any of the following elements may result in disqualification of the proposal.

- ☐ GRANT PROPOSAL COVER SHEET (*General Instructions*)

- ☐ PREFERENCE POINTS CERTIFICATION FORM, signed by the designated Enterprise Zone Contact (*General Instructions*)

- ☐ PROGRAM NARRATIVE (*Programmatic Instructions*)
 - Problem Statement
 - Plan
 - Implementation

- ☐ PROGRAM BUDGET (*General Instructions and Programmatic Instructions*)
 - Budget Forms - OCJP A303a, A303b, A303c

GRIEF RESOLUTION FOR ABUSED/TRAUMATIZED CHILDREN PROGRAM

PROGRAMMATIC INSTRUCTIONS

A. SUBMISSION OF PROPOSALS

THE FINAL DEADLINE FOR RECEIPT OF ALL PROPOSALS AT OCJP IS:

DATE: **THURSDAY, May 15, 1997**

TIME: **No later than 5:00 p.m.**

B. CONTACT

These Programmatic Instructions are to be used in conjunction with the General Instruction section of this Request-for-Proposal (RFP). If you have not received all of these sections, call the Office of Criminal Justice Planning (OCJP) at (916) 324-9100.

If there are any questions regarding this RFP, please contact the Violence Against Children Branch at (916) 323-7449.

C. ELIGIBILITY CRITERIA

Private nonprofit, community-based organizations, public agencies and private for-profit individuals and organizations are eligible for funding under this program.

D. FUNDING CYCLE AND DURATION

Funds for this program are provided through the Federal Children's Justice Act (CJA). OCJP anticipates the total amount available will be \$56,800 annually to fund a single pilot Grief Resolution for Abused/Traumatized Children Program. It is anticipated that this pilot program will be funded at one hundred percent for three years, commencing July 1, 1997, and ending June 30, 2000. There is no match requirement.

Agencies responding to this application must budget funds for 12 months. The first year grant period will begin on July 1, 1997, and end on June 30, 1998. An application for continuation funding must be submitted for the second and third year. Continuation funding is contingent upon satisfactory performance and subject to the availability of funds.

E. PROGRAM INFORMATION

This program is funded by the Children's Justice Act (CJA), which is a federal program responsible for making policy and training recommendations to the state regarding how to improve and reform the way suspected child abuse cases are handled. The overall goal is to reduce the trauma children experience when they disclose abuse and to protect the rights of all parties involved in the case.

CJA funds may not be used to support child abuse prevention programs or treatment services. However, CJA funds may be used to reform systems and improve the process of response to cases of child abuse and neglect. In California, the use of the CJA funds is determined by a representative group of professionals referred to as the CJA Task Force.

The CJA Task Force is comprised of professionals throughout California who have knowledge and expertise relating to the criminal justice system and issues of child physical abuse, child neglect,

child sexual abuse and exploitation and child maltreatment-related fatalities. The CJA Task Force members, individually and collectively, strive to make California a safer place for children. They believe that the most effective way to reduce the risk of violence against children is to encourage every citizen to become involved in developing strategies and implementing solutions to this complex problem.

Federal guidelines require that before the CJA Task Force make recommendations, a comprehensive evaluation of the investigative, judicial and administrative handling of cases be conducted. To fulfill this requirement, the CJA Task Force had regional public hearings and informational roundtables during the months of September and October, 1995. The purpose of these hearings was to obtain testimony and data from practitioners in the child abuse field. Invitations were distributed to law enforcement officers assigned to child abuse units, prosecutors who try child abuse cases, medical personnel who conduct forensic evidentiary examinations, social workers and child protective service workers, juvenile and superior court judges and victim advocate groups.

As a result of these hearings, the CJA Task Force developed 31 recommendations on how to improve and reform the investigative, administrative and judicial handling of cases involving child abuse, particularly child sexual abuse and exploitation. The concept for a Grief Resolution for Abused/Traumatized Children Program evolved from this foundation.

Grief Resolution for Abused/Traumatized Children Program Description

The purpose of this RFP is to solicit proposals from applicants with the expertise to implement a model program which responds to the loss, transition and grief process of children who directly or indirectly experience abuse and/or witness abuse or violence in their family or friendship circle.

Scope of the Program

The concept of this model program is based on the following concerns:

When physical or sexual abuse or other forms of family violence occur, the direct victim of violence, whether a child or adult victim, becomes the main focus of support and treatment efforts by responding agencies and victim service programs. Other family members and friends of the victim also experience a victimization, at a secondary or indirect level. The direct or indirect victimization can result in numerous psychological and social consequences, potentially resulting in symptoms of post traumatic stress disorder, emotional detachment and long-term grief.

While intervention efforts are offered to the victim of abuse and/or violence, a child related to the situation may be overlooked as requiring services. The child may experience significant trauma because of the victim's experience and its impact upon a family or friendship circle.

As a result of abuse and/or violence, the potential exists for a child to experience numerous consequences. A child may lose a family member or friend to death or physical incapacitation, or witness a family member or friend sent to prison. As part of this process, a child may be required to testify against someone they have feelings for, thus exacerbating their dilemma. Additionally, a child may be removed from their home, made a ward of the court, placed in foster care and/or identified for adoption. Any or all these consequences may have life altering effects.

Multiple current losses, combined with a potential past of suffering or witnessing serial abuse and/or violence, can produce severe trauma and long-term, debilitating effects upon a child due to unresolved loss and resulting grief.

It is the goal of OCJP to fund a model program which responds on a city, county or regional level to the grief process inherent to trauma. The program will be funded for three years with specific activities identified for implementation over the three-year period.

At a minimum, the following objectives and activities must be completed by the end of the third year of the program, and a handbook must be produced which identifies how to replicate the Grief Resolution for Abused/Traumatized Children Program.

Year 1

Objective 1: Compile a comprehensive summary of the number of children who are direct or indirect victims of abuse and/or violence in the applicant's service area.

Activities:

- Compile a report (at least one year of statistics) which identifies the number of children who are the direct or indirect victim of abuse and/or violence and as a result experience loss and transition.
- Identify the types of loss and transition that result in a grief process.

Objective 2: Establish a task force which responds to children impacted by abuse and/or violence, the resulting loss, transition and grief process.

Activities:

- Identify participants who will serve on a multidisciplinary and multiagency task force, and have the influence in their respective agencies to assure response to children experiencing or witnessing abuse and/or violence.
- Form a multidisciplinary, multiagency task force which designs and implements written protocols responding to children experiencing or witnessing abuse and/or violence. An existing task force or coordinating council may be utilized if already established and appropriate for this function instead of organizing a new task force.

Objective 3: Establish written protocols for use in a city, county or regional approach to respond to children impacted by abuse and/or violence.

Activities:

- Develop written protocols for a multidisciplinary, multiagency response to children experiencing or witnessing abuse and/or violence, and address their loss, transition and grief process.

Year 2

Objective 1: Compile a handbook which outlines therapeutic approaches to serve children impacted by abuse and/or violence.

Activities:

- Identify and assess existing group therapy models which address children's grief, using age

appropriate interventions, including education, art, play, bibliotherapy and sand tray modalities to support children in an active grief expression.

Objective 2: Compile a comprehensive training curriculum to educate professionals who respond to children impacted by abuse and/or violence.

Activities:

- Design a multidisciplinary, multiagency training curriculum which addresses the effects of trauma, loss and transition resulting in a grief process.

Year 3

Objective 1: Provide training to multidisciplinary professionals who respond to children impacted by abuse and/or violence.

Activities:

- Provide multidisciplinary training on trauma, loss, transition and the grief process children experience due to abuse and/or violence.

Objective 2: Prepare a handbook which serves as a resource for cities, counties or regions to replicate the Grief Resolution for Abused/Traumatized Children Program.

Activities:

- Prepare a handbook with written protocols for replicating a multiagency, multidisciplinary response to children witnessing abuse and/or violence.
- Document (via above mentioned handbook) how to implement at least five successful group therapy models which address children's grief, using age appropriate interventions, including education, art, play, bibliotherapy and sand tray modalities to support children in an active grief expression. Information must include group design, staffing, modalities, referral process, pre- and post-assessment of group participation, budgetary needs and funding strategies to implement a group.

F. PROGRAM NARRATIVE INSTRUCTIONS

The program narrative is the main body of information which describes the program and the applicant's plan to address the needs of abused/traumatized children in the proposed service area.

The program narrative must not exceed the designated page limits and must be typewritten or computer-generated, single spaced, with characters no smaller than the equivalent of standard 12 pitch and printed on paper that does not exceed 8 1/2 by 11 inches. Do not refer the reader to some other section of the program narrative. Do not exceed the limit on the number of pages for each component. Pages that exceed the page limit will not be read or rated. Type only on one side of each page.

The completed application narrative must include:

1. Problem Statement (Limit two single-spaced pages.)

Provide a narrative description of the problem in the applicant's service area. Describe the service area size, population, social factors and the incidence of child abuse and trauma. Discuss how current resources will be enhanced by the program.

2. Plan

a. Program Implementation (Limit two single-spaced pages.)

Identify how a task force will be utilized or established to implement the program. Identify the membership of the task force, roles and responsibilities of members and a general meeting schedule to assure effective implementation. The program approach should be reasonable given the service area, size, population and local resources.

b. Program Objectives and Activities (Limit seven single-spaced pages.)

Utilizing the information contained in Section E. Program Information, Scope Of The Program, provide the following information for each objective and its respective activities:

- the specific tasks which will assure objective and activity achievement;
- a timeline for each task;
- the product or outcome for the objective; and
- source documentation which will verify achievement of the objective. (Examples include agency records, task force meeting agendas, minutes, notices of meetings and completed products.)

c. Evaluation Plan (Limit two single-spaced pages.)

Describe how the products produced through this grant will be developed, field-tested and evaluated.

3. Implementation

a. Agency Description (Limit three single-spaced pages.)

Describe the applicant agency including size, structure, primary mission, philosophy, range of services and the role of the program within the organization.

Describe the applicant agency's relevant research and social program planning experience, meeting and training facilitation experience and organizational/consultant business history.

Provide actual examples of collaboration, including:

- 1) demonstrated ability to develop guidelines, policies, protocols and models which serve traumatized children;
- 2) demonstrated ability to plan, coordinate and facilitate working group meetings;
- 3) demonstrated ability to interface positively with providers of service, such as child abuse treatment centers, domestic violence centers, law enforcement agencies, district attorney's and victim witness offices, the judicial system, county human

service departments, mental health providers and health care institutions; and

- 4) demonstrated understanding of the numerous psychological and social issues children experience due to abuse and/or violence.

Provide an organizational chart which identifies the scope of program activities within the organization.

b. Coordination With Other Agencies (Limit two single-spaced pages.)

List and describe those agencies with whom coordination will be developed by the applicant. Provide a description of the plans for coordination and anticipated agreements with those agencies.

c. Supporting Documentation (Will not be considered in the narrative page count.)

Supporting documentation should reflect the knowledge, expertise and capability of the applicant and specialized skills of its staff. Documents to support narrative descriptions may be included as an appendix, such as:

- vitae or resume;
- list of a minimum of three clients (name of organization, address, contact person and telephone number) for whom similar work has been completed within the last three years;
- a sample of work (not to exceed ten pages), including the contact information for the client for whom it was completed;
- sample data collection instruments (not to exceed five pages); and
- sample confidentiality agreements.

G. SPECIFIC BUDGET INSTRUCTIONS

Identify all positions in the budget to be funded. Include brief duty statements and qualifications for each position presented in the budget. The budget should support the costs required to achieve the program objectives and activities.

Specific to this program:

- Capital expenditures are not allowable costs.
- There is no grantee match requirement.

Budget Detail and Justifications

Support the budget request with line-item detail and brief descriptions explaining each item. For example:

- explain roles and responsibilities of program staff;
- justify the need for subcontracts, sole source resources, etc.

Use the provided budget pages to supply the information above.

H. APPENDIX INSTRUCTIONS

Type the applicant name in the upper right hand corner of any documents you include in the appendix of your proposal. Numbering the pages to indicate the page number and total number of pages will assist in ensuring that all documents are reviewed.

**OFFICE OF CRIMINAL JUSTICE PLANNING
GRIEF RESOLUTION FOR ABUSED/TRAUMATIZED CHILDREN PROGRAM
RATING FORM: 1997/98**

Control #:		
Rater #:		
APPLICANT:		
FUNDS REQUESTED:		
PREFERENCE POINTS	2%	5%

CATEGORY	TOTAL POINTS POSSIBLE
1. PROBLEM STATEMENT	30
2. PLAN	100
3. IMPLEMENTATION	90
4. BUDGET	30

TOTAL 250

Each of the above categories contain questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. Each question is evaluated on the following criteria:

- I.** Does not respond to the question or was left blank.
- II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal.
- III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- IV.** Above average response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

Category and Point Criteria		I	II	III	IV	V
1. PROBLEM STATEMENT (30 Possible Points - This Category)						
a.	Does the applicant provide a comprehensive description of the problem in the applicant's service area?	0	2	5	8	10
b.	Does the applicant describe the service area, size, population, social factors and incidence of child abuse and trauma?	0	2	5	8	10
c.	Does the applicant describe how current resources will be enhanced by the program?	0	2	5	8	10
2. PLAN (100 Points Possible - This Category)						
a.	Does the applicant discuss how a task force will be utilized or established?	0	2	5	8	10
b.	Does the applicant clearly identify the membership of the task force, roles and responsibilities of members?	0	2	5	8	10
c.	Does the applicant identify a general meeting schedule which assures effective implementation?	0	2	5	8	10
d.	Is the program approach reasonable given the service area, size, population and local resources?	0	2	5	8	10
e.	Have the objectives and activities identified in Section E. Program Information, Scope of the Program, been addressed sufficiently to assure implementation?	0	2	5	8	10
f.	Do tasks identified for objective achievement reflect the potential for successful implementation of the program?	0	2	5	8	10
g.	Do the timelines for tasks for each objective seem realistic and reasonable for objective achievement?	0	2	5	8	10

Category and Point Criteria		I	II	III	IV	V
2. PLAN - Continued (100 Points Possible - This Category)						
h.	Does the applicant adequately describe the product or outcome for each objective?	0	2	5	8	10
i.	Is the source documentation which supports achievement of each objective identified and adequate to verify objective achievement?	0	2	5	8	10
j.	Does the applicant adequately describe how products produced through this grant will be developed, field tested and evaluated?	0	2	5	8	10
3. IMPLEMENTATION (90 Possible Points - This Category)						
a.	Does the applicant describe their agency size, structure, primary mission and philosophy, range of services and role of the program within the organization?	0	2	5	8	10
b.	Does the applicant describe relevant research, social program planning, meeting and training facilitation experience and organizational/consultant business history?	0	2	5	8	10
c.	Does the applicant demonstrate ability to develop guidelines, policies, protocols and models which serve traumatized children?	0	2	5	8	10
d.	Does the applicant demonstrate ability to plan, coordinate and facilitate working group meetings?	0	2	5	8	10
e.	Does the applicant demonstrate ability to interface positively with child abuse treatment and domestic violence centers, law enforcement, district attorneys' and victim/witness offices, the judicial system, county human service departments, mental health providers and health care institutions?	0	2	5	8	10

Category and Point Criteria		I	II	III	IV	V
3. IMPLEMENTATION - Continued (90 Points Possible - This Category)						
f.	Does the applicant demonstrate an understanding of the numerous psychological and social issues confronting children who experience abuse and/or violence?	0	2	5	8	10
g.	Is an organizational chart included which clearly identifies the scope of the program within the organizations?	0	2	5	8	10
h.	Does the applicant list and describe those agencies with whom coordination will be developed by the applicant?	0	2	5	8	10
i.	Does the supporting documentation reflect the knowledge, expertise and capability of the applicant?	0	2	5	8	10
4. BUDGET (30 Possible Points - This Category)						
a.	How well does the budget support the proposal objectives and activities?	0	2	5	8	10
b.	How well do the duties, required qualifications and time commitment of program-funded staff support the proposed objectives and activities?	0	2	5	8	10
c.	How well does the budget avoid unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities?	0	2	5	8	10